



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement (VA)
22-2015

OPEN TO: All Interested Candidates
POSITION: Alumni Coordinator FSN-8*; FP-06** (Please refer to the position title or VA number in your application to be considered)
OPENING DATE: June 10, 2015
CLOSING DATE: June 24, 2015
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 1,558,125* (Grade 08)

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Alumni Coordinator in the Public Affairs Office.

BASIC FUNCTION OF POSITION

Incumbent serves as an Alumni Coordinator, working under the supervision of the Cultural Affairs Officer, and in consultation with the Public affairs Officer, and the State Alumni Coordinator in Washington for Alumni issues. Responsible for promoting greater contact and cooperation among former participants of USG-sponsored exchange programs. Establishes and maintains good working relationships with all alumni, including medium and high-level Algerian governmental, educational, and cultural and NGO officials and leaders, as well as students and youth, in support of all of the Public Diplomacy Section's programs.

Incumbent prepares and disseminates news and information of general interest to alumni including an alumni newsletter, State alumni notices, grant proposal requests, and events. Creates and maintains country and/or program communities on the State alumni website and contributes content to the Embassy and State Alumni websites, Facebook pages, Twitter account. Supports visits to Algeria made by American officials. Helps organize receptions, dinners and other representational events given by the U.S. Ambassador, Deputy Chief of Mission, and Public Diplomacy Section.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: Completion of college degree is required, B.A. in relevant area such as Education, Humanities or Social Sciences and/or management.

2. Prior work experience: Three to four years of prior work experience in an administrative, program management or educational field is required.

3. Language Proficiency: Level IV English, Arabic and French are required

4. Job Knowledge: Job holder is required to maintain situational awareness of Algerian current events and social trends that may affect programming, such as security developments, or legal/social changes that affect education, not-government organizations, youth, etc. Job holder must have a good understanding of American culture, education system and government structures.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION
WILL NOT BE CONSIDERED.**

CLOSING DATE FOR THIS POSITION: June 24, 2015

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**
Attention: **Alumni Coordinator Vacancy Announcement # 22-2015**
Point of Contact: Human Resources Office
Fax to: 0770 082 288
Post to: BP 408 16000 Alger Gare
E-mail to: **usembassyalgiers_app@state.gov**